

KANSAS ADMINISTRATIVE REGULATIONS  
RULES AND REGULATIONS FOR LICENSURE OF  
KANSAS ADULT CARE HOME ADMINISTRATORS

**28-38-18. LICENSING EXAMINATIONS.**

(a) Each candidate for licensure as an adult care home administrator shall be required to pass a national examination and a state law examination for adult care home administration approved by the board. Each candidate shall take the national test within 12 months of completing an administrator-in-training practicum unless for good cause the board grants an extension.

(b) Each candidate for licensure shall pay the required examination fee for the national examination directly to the testing agency. An examination fee shall be required each time a candidate takes the national examination.

(c) The minimum passing scaled score for the national examination shall be 113. The minimum passing raw score for the state law examination shall be 75 percent.

(d) Each candidate for licensure who has been disqualified for failing the national examination shall be given written notification by the board of the disqualification and the reason or reasons for failing, including a breakdown of the subject areas passed and failed.

(e) A candidate who has failed three national examinations shall not submit a new application for examination until the candidate has received board approval for a course of additional education or training, or both, signed by the candidate, the preceptor, and the candidate's practicum coordinator, and completed the approved course of additional education or training, or both. The course of additional education or training, or both, shall include an additional 40 hours of administrator-in-training instruction in each of the "domains of practice," as defined in K.A.R. 28-38-29, for which the candidate received a raw score below 75 percent on the national examination.

(f) Each candidate who completes the required 40 hours of additional administrator-in-training education or training, or both, in each of the domains of practice for which the candidate received a raw score below 75 percent on the national examination shall be eligible to submit a new application for the national examination. If the candidate fails the fourth attempt, the candidate shall remain eligible to submit an application for a fifth attempt to pass the national examination.

(g) A candidate who has failed five national examinations shall not submit a new application for examination until the candidate has completed a second 480-hour administrator-in-training practicum that is conducted by an accredited college or university or an equivalent educational training practicum, as specified in K.A.R. 28-38-19(a)(2).

(h) Each candidate who has completed a second 480-hour administrator-in-training practicum shall be given three additional attempts to pass the national examination. A candidate who has failed three national examinations after completing a second 480-hour administrator-in-training practicum shall not be allowed to submit an additional application for examination.

(i) Each candidate shall be given a period of 36 months from the date the candidate completed an initial administrator-in-training practicum or a second practicum under paragraph (g) of this regulation to take and pass the national examination.

(j) Any candidate who fails the state examination may retake the state law examination until the candidate passes this examination.

(k) The national association of long term care administrator boards (NAB) examination shall be the approved national examination for licensure.

***(Authorized by K.S.A. 2007 Supp. 65-3503; implementing K.S.A. 2007 Supp. 65-3503 and 65-3504; effective May 1, 1981; amended July 1, 1981; amended, E-82-12, June 17, 1981; amended May 1, 1982; amended Sept. 24, 1990; amended May 10, 1993; amended July 14, 2000; amended Jan. 17, 2003; amended October 3, 2003; amended Dec. 5, 2008; amended Oct. 14, 2011.)***